



ORANGE COUNTY PUBLIC LAW LIBRARY CONFERENCE ROOM RESERVATION

Please print and complete this 2 page form and return it by mail or fax, to the Law Library address below.

NAME: _____ TODAY'S DATE: ____/____/200____
(Please Print)

FIRM/AGENCY/ORGANIZATION NAME: _____

ADDRESS: _____
Street Apt./Suite #

CITY, STATE ZIPCODE _____

TELEPHONE: (____) _____ FAX NUMBER: (____) _____

LIBRARY CARD BARCODE NUMBER: _____

STATE BAR CARD NUMBER: _____

I WISH TO RESERVE CONFERENCE ROOM: A B on ____/____/200____

FROM: _____ AM PM TO: _____ AM PM

I hereby submit \$ _____.00 in **CASH CHECK** in advance for use of the Conference Room for the period of time stated above. I understand payment must be made to Orange County Public Law Library prior to the requested date and time of use of the Room, and that I may bring payment with me when I arrive to use the Room.

Signature of Requester

Requester (Please Print)

Orange County Public Law Library
515 North Flower Santa Ana CA 92703 Phone (714)834-3397 Fax (714) 834-4375

ORANGE COUNTY PUBLIC LAW LIBRARY CONFERENCE ROOM POLICY

- I. Conference Rooms A and B are available for use only during the posted operational hours of the Law Library by any group, organization, attorney licensed to practice law by a state or federal bar, or any Orange County Public Law Library borrower/card holder. A "group" or "organization" is defined as a for-profit or non-profit entity that is officially recognized or accredited by a national, state, or local agency. A group or organization may include library organizations, charitable organizations, government agencies, judicial bodies, bar associations, and accredited educational institutions.
- II. Reservations for the use of Conference Rooms A or B are required. Instructors of classes offered by groups and organizations, attorneys or Library borrower/card holders as defined in paragraph I, must be present during the period of use of the rooms.
- III. Conference Rooms A or B will be made available to the requesting group, organization, or person provided that paragraphs I and II have been satisfied, and the group, organization, or person has paid the fee stated on the current schedule entitled "Fee Schedule for Use of Conference Rooms A and B". Payment of the fee is required in advance, either at the time the reservation is made or prior to actual use of the room, and is non-refundable. **Payment must be made by cash or check only, payable to Orange County Public Law Library.**
- IV. All users of Conference Rooms A or B are required to abide by the *General Regulations and Rules of Conduct of the Orange County Pubic Law Library*. No food or drink is allowed in Conference Rooms A or B.

FEE SCHEDULE FOR USE OF CONFERENCE ROOM A AND B

Conference Room A \$10.00 per hour

Conference Room B \$15.00 per hour, maximum charge \$90.00/day Includes equipment setup and use. All fees must be paid in advance and are subject to change without notice.

I have read the Conference Room Policy and Fee Schedule for Use of Conference Rooms A and B and agree to abide by all of the provisions of this document.

DATE: ____ / ____ / 200__

Signature of Requester

Requester (Please Print)

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